Children's Mental Health Waiver

Provider Procedure for: Informed Consent for Psychotropic Medication

Implementation Date: 7/1/06

Revision Date: 9/1/07

Overview

Youth and families <u>must</u> have decision making authority relating to the prescription of psychotropic medications. It is preferred by the Waiver Program that an evaluation be completed by the prescribing clinician and made available to the youth, family, and Family Care Team for discussion and service coordination prior to any psychotropic medications being prescribed. No medication changes or discontinuations should be implemented without first being discussed with youth and family.

The prescribing clinician should be encouraged to actively participate as a member of the youth's Family Care Team or be represented through communications and information sharing with the Family Care Coordinator. The Medication Management Plan is reviewed/revised as part of the Individual Service Plan development.

Waiver Provider Roles and Responsibilities

Family Care Coordinator will:

- Advocate for and support youth/family in decision making and informed consent relating to use of psychotropic medications.
 - Provide the youth and family with the "Psychiatric Medications for Children and Adolescents –
 Questions for Parents to Ask" to help facilitate their discussions with the medication
 prescriber so they can make the most informed choices possible (included with this
 procedure).
 - Provide the youth and family with a copy of the Waiver Program's introductory letter to Health Care Providers to share with their prescriber to provide them with an explanation of the waiver's processes relating to psychotropic medications and informed (included with this procedure).
 - Encourage prescribing clinicians to participate as a member of the Family Care Team and facilitate communication and information sharing.
 - Follow requirements and obtain information outlined in this procedure.
- Assist/facilitate completion of waiver Psychotropic Medication Consent form(s) for each psychotropic medication prescribed.
 - PRIOR TO the start of medication treatment, written informed consent will be obtained from the youth's parent, legal age youth (for purposes of the waiver age 18 through 20), or legally authorized representative for each psychotropic medication prescribed while the youth receives waiver services.
 - The Waiver Psychotropic Medication Consent Form (FCC-6) will document consent.
 - Copies of written consents obtained by other providers/facilities for currently prescribed medications may be utilized to meet this requirement.
 - If available, a copy of all written information provided will be attached to the consent form
 - Consents will be kept in a consistent location in the waiver record maintained.

- This consent will remain valid until the medication is discontinued by the prescribing clinician or at the request of the youth's parent, legal age youth, or legal representative.
- When a youth reaches the age of 18, new Psychotropic Medication Consent forms must be obtained from the youth as a legally responsible adult, unless the youth is maintained under other formal legal guardianship.
- In situations where written consent cannot be immediately obtained, but withholding medication would create undue risk, <u>verbal consent</u> from the parent or legally authorized representative will suffice until written consent is received.
 - Verbal consent must be witnessed by another individual and documented (when possible, by the Family Care Coordinator with the prescribing clinician or another Waiver Team member as witness to the conversation).
 - This documentation must be kept with the written consent, when received, in the waiver record maintained.
- o If medication treatment is provided <u>as a result of an emergency situation</u> without obtaining appropriate consent, request the following information from the prescribing clinician:
 - Written explanation of the emergency situation.
 - Rationale for the emergency use of medication treatment.

For <u>continued use</u> of a medication that was prescribed as a result of an emergency situation, informed consent must be obtained.

- Work with prescribing clinician to gather and update information for the Medication Management Plan (as outlined in the Individual Service Plan initial and quarterly).
 - o Share waiver requirements outlined in this procedure with prescribing clinicians as needed.
- Share information relating to medications and possible side-effects with Family Care Team members.
 - Work with youth, family, and Family Care Team members to assess the effects of the medication on the youth's target symptoms.
- Insure that medication effectiveness and adverse side effects are monitored on at least a quarterly basis or more often as identified by the Individual Service Plan.
 - Share this information with the prescribing physician as part of preparing for the development of an Individual Service Plan.
 - Monitor that the lowest effective therapeutic dose is being prescribed.
- Insure that any medications deemed ineffective are safely discontinued and appropriate follow-up is completed by the prescribing clinician.
 - Obtain <u>written request for withdrawal of treatment</u> by the youth's parent, legal age youth, or legal representative.
 - This documentation should be kept in the youth's record maintained along with any information provided to the family relating to this request.
 - Ensure that medications are discontinued promptly if consent for treatment is withdrawn by the youth's parent, legal age youth, or legal representative.
 - Advise the youth and family If abrupt discontinuation could potentially result in adverse
 effects.
 - Support and advocate for withdrawal as quickly as clinically appropriate, and if possible, obtain an estimated time frame for this to be accomplished.
 - At the time the medication is stopped, note the discontinuation date and their signature on the corresponding consent form.

- Notify prescribing clinician of all referrals to out of home care to provide opportunity for contact with the facility clinician to share medication related information.
- Maintain all required documentation, consent forms, and copies of information provided to youth and family for youth's waiver records.

Family and Youth Trainers will:

- Be knowledgeable of youth's Medication Management Plan and possible side-effects of medications being taken, focusing on psychotropic medication and its relationship with other medications taken by the youth.
- Report medication side-effects seen to Family Care Coordinator.